

COMMUNITY POLICY AND MANAGEMENT TEAM
AUDIT MEETING MINUTES
March 10, 2025

Called to order 9:00 a.m. by Michelle Brown, CPMT Chair

The following CPMT members attended:

Michelle Brown, CPMT Chair, Tazewell County Schools
Jeff Brintle, Tazewell County Juvenile Court Services
Shanna Plaster, Tazewell County Board of Supervisors
Roberta Boyd, CPMT Vice Chair, Clinch Valley Community Action
Lori Gates-Addison, Cumberland Mountain Community Service Board
Danielle Osborne, Tazewell County School
Robin Jackson Tazewell County Health Department
Arlene Matney, Fiscal Agent Tazewell County Administration
David Taylor, Director Tazewell County DSS
Shelby Mitchell, National Counseling Group
Chase Collins, Esquire, Tazewell County Administration

The following CPMT members were absent:

Parent Representative – Vacant

CPMT Members Confidentiality Signature Form

During the CPMT Meeting February 24, 2025, CPMT members agreed to meet March 10, 2025 at 9:00 a.m. to begin the Tazewell County CSA Program Self-Assessment Audit Engagement. The audit is to be completed and documents due to OCS by Wednesday, April 30, 2025. Due to some members still questioning the audit participation by CPMT and workbook completion by CPMT members, Ms. Brown CPMT Chair again advised members the direction given from **Rachel Friedman, OCS Program Auditor** and **Stephanie Bacote, OCS Program Audit Manager**.

- On February 21, 2025, Ms. Brown, CPMT Chair, the TC Coordinator and OCS Program auditors had a virtual meeting and OCS instructions were clearly conveyed. ***“All CSA stakeholders are to participate in the completion of the Self-Assessment Workbook. Stakeholders include, but are not limited to CPMT members, CSA Coordinators, FAPT members, Fiscal Agents, Local government representatives, Utilization Management (UM)/Utilization Review (UR) staff”.***

The results of this virtual meeting and the auditor’s instructions were shared with CPMT members during the February 24, 2025 CPMT meeting and are included in the February 24, 2025 meeting minutes.

Shanun Smith, Tazewell County Fiscal Assistant and previous Tazewell County CSA Coordinator was asked by some CPMT members to come and speak to members regarding how workbook assessments were previously conducted in the past.

- During today’s meeting, Ms. Smith confirmed the OCS guideline and direction was always the participation of CPMT to review and complete the OCS Workbook Assessment. Ms. Smith further stated, ***“due to members not willing to participate in completing the workbook in the past, she completed the workbook because it had to be done and she needed her job”.***

Next on the agenda, in today’s meeting packet, the current list of Tazewell County Children’s Services Act Providers were given to CPMT members for review. Also provided to members for review and approval, the TC CPMT Service Agreement for Year 2025 to 2026.

Jeff Brintle made the motion to approve **Tazewell County CPMT Year 2025 to 2026 Agreement for Services Contracts for distribution to providers**. Daniel Osborne seconded and the motion unanimously passed.

Closed Session – Roberta Boyd made a motion that the CPMT go into Closed Session to discuss Foster Care Case 1086028 Maintenance Payment for this case. The motion was seconded by Robin Jackson and unanimously carried.

Jeff Brintle made a motion to return to open session. The motion was seconded by Shana Plaster and unanimously carried.

Certification of Closed Meeting

WHEREAS, The Tazewell County CPMT has convened a closed meeting on this date pursuant to an affirmative vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 and 2.2-3712 of the Code of Virginia requires a certification by the CPMT that such closed meeting was conducted in conformity with Virginia law;

NOW THEREFORE, BE IT RESOLVED, that the Tazewell County CPMT hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (i) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the CPMT.

VOTE

AYES 11, NAYS 0, ABSENT 0

ABSENT DURING MEETING: Parent Representative Vacant

ABSENT DURING VOTE: Parent Representative Vacant

Next on the agenda, CPMT members reviewed Section V: Compliance Assessment Worksheet pages 29 through 37. There were six (6) cases selected for review period March 1, 2024 through February 28, 2025 for the Year 2025 audit.

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|------------------------|--------------------|---|
| 1. Case No. 10666295 | TC DSS Foster Care | Mandated Residential |
| 2. Case No. 1020550454 | TC School | Mandated Non Residential Private Day School |
| 3. Case No. 87969 | TC CMCSB | Non Mandated Non Residential |
| 4. Case No. 11050033 | TC DSS CPS | Mandated Non Residential |
| 5. Case No. 115444553 | TC DSS In-Home | Mandated Residential Parental Agreement |
| 6. Case No. 82636 | TC CMCSB | Non Mandated Non Residential UR |

Members completed the case audit review for five (5) of the selected cases; however the sixth case was still being reviewed when the meeting was called to adjourn. Members will finish this case review at the March 24, 2025 CPMT meeting.

The meeting was adjourned and concluded at 11:15 a.m.

Next CPMT Meeting Monday March 24, 2025 at 9:00 a.m.